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ONTARIO DEPARTMENT OF EDUCATION

Requirements for Diplomas

AND STATEMENTS OF STANDING

1966-1967

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ONTARIO DEPARTMENT OF EDUCATION

Requirements for Diplomas

AND STATEMENTS OF STANDING

1966-1967

PART A

Reorganized Programs of Study

Grades 9, 10, 11, 12 and 13 of the Secondary Schools

Grades 9 and 10 of the Elementary Schools

(Effective in Grades 9, 10, 11, and 12 in September, 1966)

PART B

Continuing Programs of Study

(Continuing in September, 1966)

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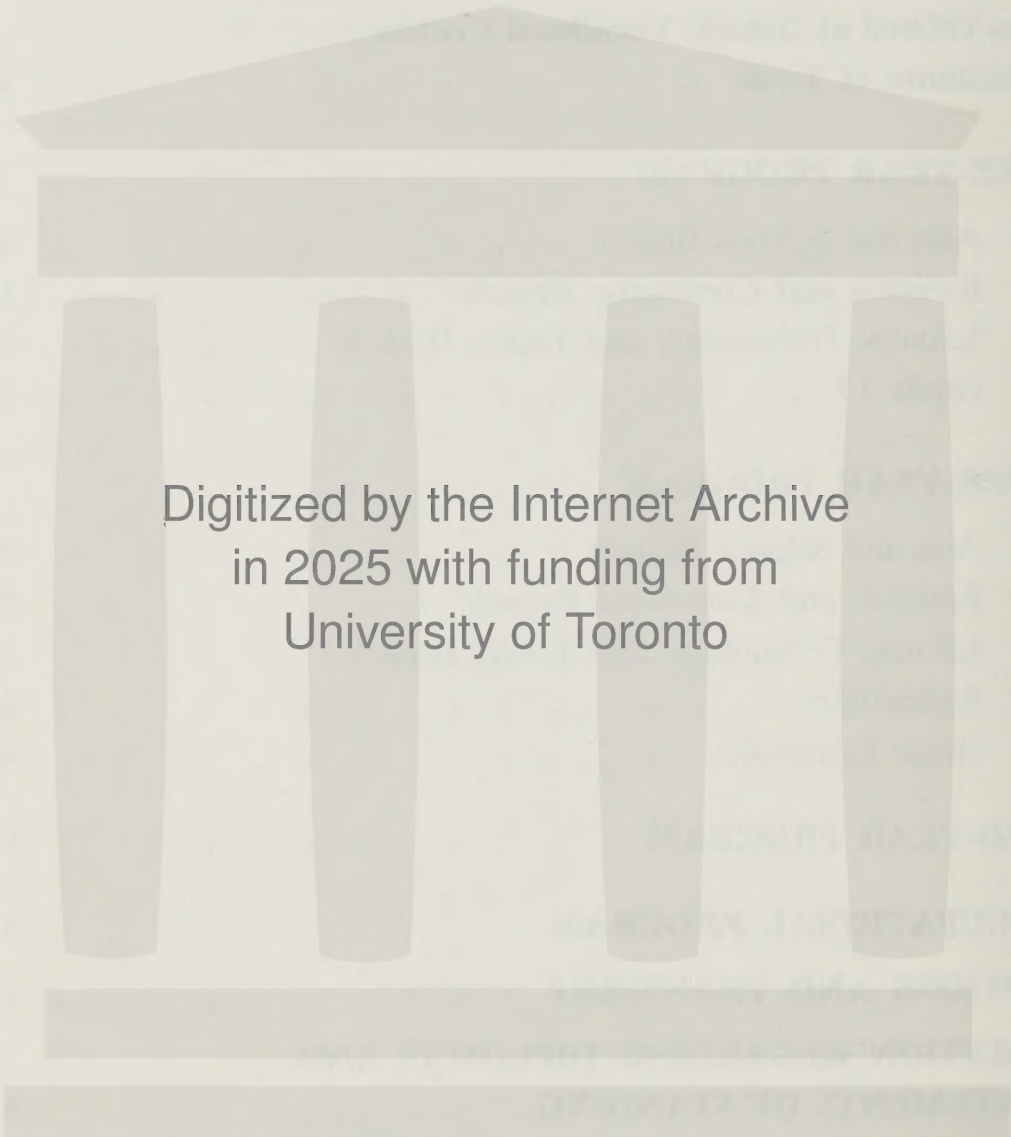
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PART A

Reorganized Programs of Study

The programs of study described below permit, subject to limitations of accommodation, enrolment, and teaching staff, the provision of courses that offer a good general education and are adapted to the requirements of pupils having varied interests, abilities, career plans, and educational objectives. In organizing his school under the programs of study described in Part A, the principal should endeavour to make as fully as is practicable those arrangements which will permit pupils to enrol in courses suited to their special aptitudes and interests.

The development of the full potential capacity of each pupil by the promotion of interested, sustained effort throughout the full program of study in which he is enrolled must be a basic consideration in planning the organization of the school.

The value of careful and judicious counselling of pupils with regard to the branch, program, and optional subjects to be selected must be emphasized.

It is desirable that the school timetables (a) provide flexibility in the choice of optional subjects available in each Branch or Program, and (b) permit the transfer of pupils within reasonable limits from one program to another within a Branch.

With minor exceptions noted hereafter, the obligatory and optional subjects are the same in Grade 9 for each of the three branches leading, respectively, to the type of career indicated by the name of the branch. The Grade 13 course in the Five-Year program of each branch is the same with regard to subjects of study, standards, and the diploma awarded. Candidates in all branches will write the same Grade 13 examination papers in the subjects concerned.

Note 1—After September 1, 1962, the courses of study in the respective subjects of Grade 9, and subsequently in the higher grades, including subjects taken in classes that remain on the former basis of organization, shall be those designated in 1962 and thereafter for purposes of the reorganized programs of study. Within the general plan prescribed for each course, topics of

study may be modified, if so desired, by local curriculum committees, subject, for purposes of diplomas or certificates, to consultation with the appropriate officials of the Department of Education before the 1st day of October in the school year concerned.

Note 2—French-speaking pupils may study Français instead of French for English-speaking pupils in all grades of the Programs of each Branch. The time for the teaching of Français to French-speaking pupils may, where practicable in view of the requirements of other subjects, be increased to the point where the number of teaching periods allotted are approximately the same as for English.

Suggestions and Recommendations For the Reorganized Programs in all Branches

1. The Programs of Study

In order that the programs of study described in Part A may best serve the needs of the large numbers of pupils for whom they are respectively designed, teaching staffs should become clearly aware of the principles that underlie the planning of the respective courses and endeavour to apply these principles in the classrooms. The Four-Year Program in each Branch, for example, has a highly important educational purpose for a large group of pupils of good general ability who will share usefully in the responsibilities of adult citizenship. This Program, therefore, is not to be regarded as of lower status than the Five-Year Program or as a means of ensuring a high level of successful achievement in the latter. The more definite grouping of pupils according to their aptitudes and career plans which may be arranged where the several programs are available will facilitate the instruction of each pupil to the full extent of his ability and willingness to achieve.

2. Organization

(a) **All time allotments are shown in terms of a 45-period week since this organization is most commonly used. A principal is free, however, to adopt any reasonable modification, such as a 40-period week, provided that the allotment of time to the various subjects is kept in proportion.**

(b) For obvious reasons, the principal, in assigning teaching duties, should give consideration not only to the number of different classes but also to the number of grade levels and Branches with which the teacher will be concerned.

(c) It is understood that assembly periods will be arranged equitably with regard to teaching time for the subjects.

3. Options

(a) Careful consideration should be given before providing courses for fewer pupils than is economically sound.

(b) A new optional subject should be offered only if, in addition to a reasonable number of pupils, a teacher well qualified for the work, a proper course of study, and suitable accommodation and equipment (including text-books) are available.

(c) Pupils whose future work requires knowledge of a second field of study may take an option in another Branch.

(d) Pupils of the Business and Commerce and of the Science, Technology and Trades Branches must be given priority in the assignment to classes of vocational accommodation in the school.

4. Library

In view of the vital part that library resources must play in the implementation of new curricula, and in the educational development of students generally, it is essential that all students be given the opportunity to profit from the rich experience to be derived from teaching and research in the library both during class periods and at other times of the day.

In order that the library may be available to students before classes, it should not be used as a home classroom. It should be open to students during lunch periods and for at least one hour after classes.

During class periods the library should be available as much as possible to subject classes, to small groups and to individual students and teachers. To this end only the Grade 9 library program should occupy it regularly and principals should avoid scheduling the library as a subject classroom.

Each Grade 9 class of all Branches should have a weekly library period with the librarian in charge. In schools where the enrolment exceeds 1,500, a library period on alternate weeks may be advisable so that the library will not be occupied excessively by Grade 9 classes.

The Grade 9 library program should serve to introduce students to the materials, the organization and the services of the library, but it should emphasize reading, experience with subject materials, and instruction in research techniques.

Rather than schedule classes of Grades 10 to 13 to the library, teachers of these grades in any subject should have the opportunity to arrange periods in the library for their classes or parts of their classes, as required by their program.

Classes in the Two-Year and Occupations Programs should have a regular weekly library period with emphasis on reading. These periods may be conducted in the classroom if the teacher deems it advisable.

5. Physical Education

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four obligatory periods for the subject in each of Grades 9, 10, 11, 12, three periods will be assigned to an activity program either indoors or outdoors and one period to classroom instruction in Health.

6. Guidance

The Courses of Study for Group Work in Guidance are outlined in Curriculum I:3 and S:5.

In addition to the obligatory period of Guidance per week in Grade 9 and in the special Courses in Grade 10, Group Work in Guidance to a

maximum of one period per week in Grade 12, or its equivalent distributed over Grades 10, 11, and 12, may be provided by the principal to meet the needs of his pupils. If the principal considers it advisable, one additional period of Group Work in Guidance may be provided in Grade 9. Group Work should be supplemented by a suitable amount of individual counselling. For this purpose it is suggested that, for each 20 pupils enrolled in the school, at least one teacher-period a week be provided for counselling in the school time-table.

(a) Although many pupils will make a tentative, and some a definite, choice of Branch and Program on entering Grade 9, the exploratory purpose of the work in this grade is to be remembered. It is highly important that both on the entry of pupils into Grade 9 and at the conclusion of the year's work they receive careful and judicious counselling, with an endeavour to secure full understanding and co-operation on the part of the parents, in order that each pupil may make a wise choice of studies and gain from them success, satisfaction, and useful preparation for a future career.

Pupils promoted from an elementary school may freely choose their program of study, subject to the prescribed arrangements of obligatory and optional subjects. In general, definite decisions regarding a program of study should be made not later than the beginning of the Grade 10 year. Through counselling based on careful evaluation of their abilities, special interests, and progress in studies already undertaken, pupils should be enabled to plan their further program in a manner that best serves their educational interests. Continuing helpful counsel should be available to them while they remain in secondary school.

GENERAL INFORMATION

Pupils who express the desire to secure an education leading to careers in the professions should be counselled to choose one of the Five-Year Programs in Grade 10 if they are successful in Grade 9. Of more immediate concern to them, however, is the choice of Branch on entry to Grade 9. Throughout Grades 9, 10, 11, and 12 of each of the Branches, namely, Arts and Science, Business and Commerce, and Science, Technology, and Trades, 80% of the time in the Five-Year Program will be devoted to subjects which are generally prerequisite for post-secondary education. The Secondary School Graduation Diploma obtained on completion of four years in a Five-Year Program will be designated with the name of the Branch. Irrespective of the Branches in which they are obtained, these Diplomas will have equivalent value and will provide admission to the common courses in Grade 13 leading to the Secondary School Honour Graduation Diploma. This Honour Diploma will not be designated as belonging to any Branch.

Requirements for Admission to Nursing

According to The Nurses' Act, 1961-62, as quoted by the College of Nurses of Ontario, after October 1, 1965 (Ref.: Memorandum 1961-62: 9), applicants for admission to professional courses of training in nursing will be required to hold a Secondary School Graduation Diploma (including the Science option) obtained upon the successful completion of four years of a Five-Year Program in one of the three Branches of secondary school studies.

Requirements for Elementary School Teaching

Pupils who wish to become elementary school teachers should be advised to proceed through the Five-Year Program and should be informed that they may do so in any Branch.

Requirements for Admission to a Provincial Institute of Technology

Note—Because of the variety of courses offered, applicants for admission to the Ryerson Polytechnical Institute or the Diploma Program of the Lakehead University should consult the admission requirements stated in the calendars of these institutions.

First Year

The minimum educational requirement for admission to the first year of any course in a provincial institute of technology is the Ontario Secondary

School Graduation Diploma obtained after four years of successful study in a Five-Year Program. Applicants for the engineering technology courses should have passed the English, Mathematics, Physics and Chemistry subjects of grades 11 and 12 with an overall average of at least 60 per cent. Applicants for business courses may substitute another option for the science subjects.

Second Year—Direct Entry

Applicants with an educational background equivalent to, or higher than, the institute of technology common first-year course of studies may be approved for direct entry into the second year of a course, provided that, in the opinion of the Board of Admissions, the applicant's previous academic record warrants such approval. In particular, applicants who possess one of the following qualifications will, at the discretion of the Board of Admissions, be admitted to the second year of the appropriate course.

(a) Technology:

I. The graduation diploma of a special Grade 13 engineering technology course offered in certain secondary schools, with an overall average of at least 60%.

II. Certificates showing successful completion of the following subjects: grade 13 English (composition and literature), trigonometry and statics, algebra, geometry, physics, and chemistry, and preferably one year of electricity and mechanical drafting each at the grade 11 level. Students who select electronics or industrial physics as the continuing technical subject will not be required to have one year of electricity.

III. Advanced Technical Evening Class Grade I Certificate consisting of nine required subjects, namely: English, mathematics I and II, physics I, mechanics I, electrical fundamentals, electronic fundamentals, general chemistry and technical drawing, with an overall average of at least 60%.

IV. Graduation from an Ontario Vocational Centre in cognate engineering technician courses, with an overall average of at least 60%.

V. Other qualifications considered equivalent by the Board of Admissions.

(b) Business Administration:

I. The graduation diploma of a special Grade 13 business administration course offered in certain secondary schools, with an overall average of at least 60%.

II. Certificates showing successful completion of the following subjects: grade 13 English (composition and literature), mathematics of investment, accountancy practice, and any two other subjects and grade 12 business finance or data processing, economics, business law, and preferably one year of typewriting.

III. Other qualifications considered equivalent by the Board of Admissions.

Note 1—All applications are reviewed by the Board of Admissions of an institute of technology, which is empowered to reject or defer the admission of any applicant whose qualifications, in the opinion of the Board, are not adequate to the demands of the course in which the applicant wishes to register.

Note 2—Applicants who have obtained the Secondary School Graduation Diploma with high standing in the Four-Year Program *may,* at the discretion of the Board of Admissions, be admitted to the cognate courses in an institute of technology.

Note 3—An applicant who has reached his 22nd birthday and who, though lacking all the formal admission requirements, can give evidence of likelihood of success in a course, may be admitted as a mature student. Such applications are considered on an individual basis.

Programs Offered at Ontario Vocational Centres and Institutes of Trades

1. Technician Courses

For admission to the following two-year technician courses offered at Ontario Vocational Centres and Provincial Institutes of Trades the applicant will be expected to hold the Ontario Secondary School Graduation Diploma designated as indicated in parentheses below:

Architectural Drafting Technician Course (Drafting—Architectural)
Mechanical Drafting Technician Course (Drafting—Mechanical)
Electrical Technician Course (Applied Electricity)
Electronic Technician Course (Applied Electronics)
Toolmaking Technician Course (Machine Shop Practice)
Tool Design Technician Course (Machine Shop Practice or Drafting—Mechanical)

Note (a)—It is anticipated that in the Summer of 1967 a Grade 12 graduate who has standing in English, Mathematics, Physics and Chemistry of either the Arts and Science, or the Science, Technology and Trades Branch, but who does not have the Diploma specified above, will be required to complete successfully a special preparatory Summer Course before being admitted to the corresponding Technician Course listed above.

Note (b)—For admission to the other two-year technician courses the applicant will be expected to hold an Ontario Secondary School Graduation Diploma including English, Mathematics, Physics and Chemistry of the Four-Year Program of either the Science, Technology and Trades Branch, or the Arts and Science Branch.

Note (c)—Students holding qualifications considered by the Board of Admissions to be of equivalent standing may be admitted to an appropriate program.

2. Trade Courses

For admission to the one-year trade courses applicants will be expected to hold the Statement of Standing awarded upon successful completion of Grade 10 of any Four-Year Program (see page 59).

3. Business Courses

For admission to the General Business, Business Secretarial, Business Machines and Bookkeeping, or Retailing and Merchandising Course the applicant will be expected to hold the Statement of Standing awarded upon successful completion of Grade 10 of any Four-Year Program (see page 59).

For admission to the Accountancy Course the applicant will be expected:

(i) to hold the Secondary School Graduation Diploma of the Business and Commerce Branch, or

(ii) to have completed successfully the General Business, Business Secretarial, or Business Machines and Bookkeeping Course at an Ontario Vocational Centre.

For admission to the Legal Secretarial or Medical Secretarial Course the applicant will be expected:

(i) to hold the Secondary School Graduation Diploma of the Business and Commerce Branch designated Secretarial or Stenographic, or

(ii) to have completed successfully the Business Secretarial Course at an Ontario Vocational Centre.

4. Apprenticeship Courses

Courses in a variety of trades are offered in co-operation with the Department of Labour. Details of the courses are contained in the calendars of the Ontario Vocational Centres and Institutes of Trades.

Details of the Apprenticeship Training Program may be obtained from the Director, Industrial Training Branch, Ontario Department of Labour, 74 Victoria Street, Toronto.

FIVE-YEAR PROGRAM

Arts and Science Branch

The Five-Year Program in this Branch makes provision for pupils of good general ability who desire to proceed to Grade 13, (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial subjects or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 43 may enter upon a special one-year course in Technical Subjects.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching **Periods** 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1

Optional Subjects—Any one or two of

Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)

Home Economics	5(4)
Agriculture	5(4)
Typewriting	5(4)

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—The division of time between obligatory subjects and the optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

Note 3—Although the study of Latin may begin in Grade 9 it is preferable to introduce it at the Grade 10 level. In schools where Latin is taught in Grade 9, provision must be made for pupils who transfer to commence it in Grade 10.

*Note 4—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 5—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

Note 6—Schools with under 400 students which do not have a Four-Year Business and Commerce Program may offer the Commercial Option as suggested on Page 94 of Curriculum R.P. 31. For special circumstances, prior approval of the Superintendent of Supervision is required.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
One of French, Latin, Greek, German, Spanish, Italian, Russian	6(5)

Optional Subjects—Any one or two of

Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Agriculture	5(4)
Bookkeeping	5(4)
An Additional Language	5

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—A pupil may be permitted to enter upon the study of Commercial Work, Industrial Arts or Technical Subjects, Home Economics, Art, Music, or Agriculture as an option in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Note 3—A pupil who plans to take the Grade 13 course in Biology should include Science among his optional subjects in Grades 11 and 12.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History (World History, Part I; World History, Part II)	5
Physical Education	4
B. Optional Subjects—Any three of	
Mathematics, Science (Physics; Chemistry), Geography (Geography, Part I; Geography, Part II), French, Latin, Greek, German, Spanish, Italian, Russian	6(5)
C. —and one or two of	
Optional subjects not chosen above	5(6)
Commercial subjects (Business Organization and Management, Business Finance, Business Law, Data Processing, Marketing)	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Agriculture	5

Note 1—If in any class only one option in the second group is provided, additional time should be assigned to other subjects.

Note 2—Pupils who plan to enter university should continue in Grades 11 and 12 the study of a language in addition to English.

Note 3—In order to qualify for the Secondary School Graduation Diploma at the end of Grade 12 in the Five-Year Program, a pupil in Grades 11 and 12 shall complete either four or five options of which at least three must be from the first group listed above. An option chosen in Grade 11 in the Five-Year Program shall be continued in Grade 12.

Note 4—Schools with under 400 students which do not have a Four-Year Business and Commerce Program may offer the Commercial Option as suggested on Page 94 of Curriculum R.P. 31. For special circumstances prior approval of the Superintendent of Supervision is required.

Note 5—For the Secondary School Graduation Diploma of 1966 and succeeding years, Mathematics, Grade 11: Curriculum S.12A, and Mathematics, Grade 12: Curriculum S.12B will constitute the requirements for the Mathematics Option. Any variation from this requirement should be discussed with the Registrar before credit for the Mathematics Option is recommended.

FIVE-YEAR PROGRAM

Business and Commerce Branch

The Five-Year Program in this Branch makes provision for pupils of good general ability who will find studies in Business and Commerce of advantage in their future careers and who desire to proceed to Grade 13, (a) to secure the further education leading to the Secondary School Honour Graduation Diploma, or (b) to qualify for admission to a university course, to Teachers' College, or to other further studies for which the successful completion of work in Grade 13 is required.

In this Branch two different fields of specialization are provided. One features the attainment of a high degree of secretarial competence by the end of Grade 12; the other specializes in Accounting and Business Management. Reference should be made to Curriculum RP-31 (1963) for arrangement of the courses and details of their content.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial Subjects, or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 43 may enter upon a special one-year course in Technical Subjects.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

For a pupil enrolled in this Five-Year Program approximately 20% of the instructional time in each of Grades 9, 10, 11, and 12 will be devoted to Business and Commercial subjects.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)

Science	5(6)
French*	5(6)
Commercial Subjects, Business Practice and Typewriting	10(9)
Group Guidance	1

Note 1—The division of time between the non-commercial subjects and the commercial subjects in Grade 9 of this Program should be approximately 80% and 20%.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to Commercial Subjects or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 3—In Vocational and Composite schools two periods weekly in Music or Art may be provided in lieu of two periods of Commercial Subjects in one or more of Grades 9, 10, 11 and 12, providing that the time assigned to Commercial Subjects is not less than eight periods per week.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Three of	
Mathematics, Science, Latin, French, German, Greek, Spanish, Italian, Russian	5(6)
and	
Business or Commercial Subjects (Double Option); (Secretarial: Shorthand and Typewriting; Accountancy: Bookkeeping, Business Machines and Mathematics)	10(9)

Note 1—The division of time in Grade 10 between the other subjects and Business or Commercial subjects should be approximately 80% and 20%.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History (World History, Part I; World History, Part II)	5
Physical Education	4
Business or Commercial Subjects (double option)	10

B. Optional Subjects—Any three of

Geography (Geography, Part I; Geography, Part II), Mathematics, Science (Physics; Chemistry), French, Latin, German, Greek, Spanish, Italian, Russian	6(5)

Note 1—In Grades 11 and 12 approximately 20% of the time should be devoted to Business and Commercial Subjects.

Note 2—Pupils in the Five-Year Program of this Branch who plan to enter university should continue the study of a language in addition to English in Grades 11 and 12.

Note 3—A pupil in the Five-Year Program of this Branch who obtains standing in three options of Grades 11 and 12 and standing equivalent to a single option in Business or Commercial Subjects of these grades may be recommended by the principal for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch.

Note 4—Students enrolled in the Five-Year Program of this Branch, who are successful in two of the subjects from Section B, may be recommended for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Business and Commerce Branch.

Note 5—In the development phase it may be necessary to permit, for the Business Subjects, class groups having fewer than the minimum number of pupils generally recommended. Although indiscriminate grouping should not be permitted, several effective combinations, as outlined in Curriculum RP-31 (1963), can be made.

Note 6—For the Secondary School Graduation Diploma of 1966 and succeeding years, Mathematics, Grade 11: Curriculum S.12A, and Mathematics, Grade 12: Curriculum S.12B will constitute the requirements for the Mathematics option. Any variation from this requirement should be discussed with the Registrar before credit for the Mathematics option is recommended.

FIVE-YEAR PROGRAM

Science, Technology, and Trades Branch

The Five-Year Program in this Branch, as in the two other Branches described herein, leads to the Secondary School Honour Graduation Diploma and enables pupils of good general ability to qualify for admission to a university course, to Teachers' College, or to other further studies for which successful completion of work in Grade 13 is required. It provides for pupils who plan upon graduation from secondary school to enter upon work such as indicated by the name of the Branch, an opportunity to study subjects having a special relationship to their future careers.

A pupil who completes successfully four years of the Five-Year Program in this Branch according to the requirements stated below will be awarded a Secondary School Graduation Diploma endorsed as qualifying him for admission to Grade 13.

A pupil who meets the Grade 13 requirements stated elsewhere in this Circular will be awarded a Secondary School Honour Graduation Diploma.

A pupil who completes successfully the Grade 11 or the Grade 12 requirements in the Five-Year Program of this Branch may be admitted to a special one-year course in Business and Commercial subjects or Vocational Art. A pupil who has met the minimum requirements for admission stated on Page 43 may enter upon a special one-year course in Technical Subjects.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1
and one of	
Technical Subjects or Home Economics or Vocational Art	9(10)

Note 1—The division of time between the other subjects listed above and Technical Subjects, Home Economics, or Vocational Art, should be approximately 80% and 20%.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to Technical Subjects, Home Economics, Vocational Art, Agriculture or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 3—In Vocational and Composite Schools two periods weekly in Music or Art may be provided in lieu of two periods for Technical Subjects or Home Economics in one or more of Grades 9, 10, 11, and 12 providing that the time assigned to Technical Subjects or Home Economics is not less than eight periods per week. Music only may be provided in lieu of two periods of Vocational Art.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
One of French, Latin, German, Greek, Spanish, Italian, Russian	5(6)
and one of	
Technical Subjects, Home Economics, Vocational Art or Agriculture (Double Option)	10(9)

Note 1—The division of time between the other subjects listed above and that assigned to Technical Subjects or Home Economics or Vocational Art should be approximately 80% and 20%.

Grades 11 and 12

A. Obligatory Subjects	Teaching Periods 45-period week
English	8
History (World History, Part I; World History, Part II)	5
Physical Education	4
and one of	
Technical Subjects, Home Economics, Vocational Art or Agriculture (Double Option)	10(9)

B. Optional Subjects—Any three of

Mathematics, Science (Physics; Chemistry), Geography (Geography, Part I; Geography, Part II, French, Latin, German, Greek, Spanish, Italian, Russian	6(5)

Note 1—As in Grades 9 and 10 of this Branch, approximately 20% of the time is to be devoted to Technical Subjects or Home Economics or Vocational Art.

Note 2—Pupils in the Five-Year Program of this Branch who plan to enter university should continue the study of a language in addition to English in Grades 11 and 12.

Note 3—Pupils who take Home Economics are advised to select Mathematics and Science as optional subjects.

Note 4—A pupil in the Five-Year Program of this Branch who obtains standing in three options of Grades 11 and 12 and standing equivalent to a single option in Technical Subjects, Home Economics, or Vocational Art of these Grades may be recommended by the principal for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Arts and Science Branch.

Note 5—Students enrolled in the Five-Year Program of this Branch, who are successful in two of the subjects from Section B, may be recommended for a four-option Secondary School Graduation Diploma in the Five-Year Program of the Science, Technology and Trades Branch.

Note 6—For the Secondary School Graduation Diploma of 1966 and succeeding years, Mathematics, Grade 11: Curriculum S.12A, and Mathematics, Grade 12: Curriculum S.12B will constitute the requirements for the Mathematics option. Any variation from this requirement should be discussed with the Registrar before credit for the Mathematics option is recommended.

TECHNICAL SUBJECTS

Grades 11 and 12

of the Five-Year Program in the Science, Technology, and Trades Branch

Drafting, Architectural
Drafting, Mechanical
Electricity
Electronics
Industrial Chemistry
Industrial Physics
Machine Shop
Building Construction (1 year only)

Note 1—The courses offered shall be technological in nature.

Note 2—In Grade 11, a pupil shall select two from the list of Technical Subjects above. One of these must be continued in Grade 12 and the other completed in Grade 11. Another technical subject must be selected in Grade 12. (See Note 5 for Industrial Chemistry and Industrial Physics.)

Note 3—With the prior approval of the Minister, alternative technical subjects may be taken in schools unable to offer one or more of the technical subjects listed above.

Note 4—For admission to Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the Technical Subjects in Grade 10 of the Five-Year Program. This requirement is not mandatory for pupils selecting Industrial Chemistry or Industrial Physics.

Note 5—Pupils of Industrial Chemistry will have covered much of the fundamental work in Chemistry during their Grade 11 year. Thus the work of the Grade 12 Science option (Chemistry) must be fully integrated with the Industrial Chemistry to avoid needless repetition. All topics in the Grade 12 Science option (Chemistry) must be covered fully. It is not acceptable to group Industrial Chemistry with other Grade 12 pupils for the Science option (Chemistry).

In Grade 11, the Industrial Chemistry pupil shall take the Science option (Physics), 6(5) periods, and Industrial Chemistry 10(9) periods. In Grade 12 the Science option (Chemistry) and Industrial Chemistry shall be combined to give 11(10) periods of Chemistry. The remaining 5(4) periods of Technical subject time shall be assigned to Electronics or to additional Industrial Chemistry.

For Industrial Physics, the following allotment of time is recommended:
Grade 11 — Science Option (Physics) — 6(5) periods and Industrial Physics 10(9) periods, of which 5 are devoted to Electricity/Electronics.
Grade 12—Science Option (Chemistry)—6(5) periods and Industrial Physics 10(9) periods.

GRADE 13

Obligatory Subject

English

Optional Subjects

Physical Education
History
Geography
Mathematics A
Mathematics B
Mathematics of Investment
Biology
Physics
Chemistry
Latin
French or Français
German
Greek
Spanish
Italian
Russian
Music
Accountancy Practice or
Secretarial Practice
Art

Note 1—Re English. Attention is drawn to the fact that English is an obligatory subject of study in all five grades of any Branch. Secondary School pupils must take Grade 13 classes in English even though they have obtained Grade 13 standing in English by writing as private-study pupils at the end of Grade 12.

Note 2—Although English remains an obligatory subject of study for all pupils in Grade 13, French-speaking pupils may use the standing obtained in Français in lieu of the standing obtained in English for the purpose of the Secondary School Honour Graduation Diploma. Standing obtained in both French and Français will not be credited for this purpose.

FOUR-YEAR PROGRAM

Arts and Science Branch

The Four-Year Program in this Branch is designed to provide a well-balanced secondary school education, based on sound standards of curriculum and achievement, for those pupils possessing good general ability whose particular interests it will serve better than one of the alternative programs. It may be expected that, after careful consideration and with the benefit of good counselling, pupils will enter upon this program for such reasons as are stated below.

(a) They do not plan to proceed to university or other studies that require standing in Grade 13 subjects, or a Secondary School Graduation Diploma in a Five-Year Program.

(b) They expect to spend only four years in secondary school to obtain a broad general education and to qualify for a Secondary School Graduation Diploma as a record of success in secondary school subjects.

(c) They would benefit from a course in which the emphasis is directed towards those careers in which meeting and dealing with the public play a principal part. Many graduates of this Four-Year Program will seek employment as sales representatives, as demonstrators or receptionists, as reporters, as personnel on the non-technical side of radio and television, or in the field of travel and publicity.

(d) Their plans for employment do not demand specialized training in commercial or technical skills, or their prospective employment will offer on-the-job training for which a broad general education is regarded as suitable preparation.

(e) They recognize, on the basis of their achievement in earlier grades (which may include Grade 9), that the courses in the Four-Year Program are best suited in content and requirements to their particular abilities and are more likely, therefore, to enable them to gain success and satisfaction from their studies.

Pupils who complete successfully the Four-Year Program in this Branch will be awarded a Secondary School Graduation Diploma. Those who gain this standing and desire more specific preparation for employment may be admitted to a special one-year course in Business and Commercial subjects, Technical subjects, Home Economics, or Vocational Art.

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1

Optional Subjects—Any one or two of

Music	5(4)(3)
Art	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Agriculture	5(4)
Typewriting	5
or	
Business Practice	5(4)

Note 1—If in any class only one option is provided, additional teaching time should be assigned to obligatory subjects.

Note 2—The division of time between obligatory subjects and optional subjects (two options) in Grade 9 should be approximately 80% and 20%.

*Note 3—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 4—The assignment of double option time is not permitted in Grade 9 classes of this Branch.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4

Optional Subjects—Any four or five of

Mathematics	5(6)
Science	5(6)
French	5(6)
Latin	5
Another Language* (see below)	5
Agriculture	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Bookkeeping or Typewriting	5

Note 1—In classes having fewer than five optional subjects additional teaching time should be assigned to the subjects studied.

Note 2—A pupil may be permitted to enter upon the study of Business and Commercial Subjects, Industrial Arts or Technical Subjects, Art, Music, Agriculture, or Home Economics as an optional subject in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Note 3—Optional subjects other than Commercial Subjects, Technical Subjects or Art (if Vocational Art is offered) may be assigned double teaching time. A pupil may undertake the study of only one double option (to be counted as two options).

Note 4—Pupils in Grade 10 of the Four-Year Program in either of the two other Branches may take an option listed above that is not available in that Branch.

Note 5—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.

*German, Greek, Spanish, Italian, Russian.

Note 6—A pupil who has demonstrated special aptitude and interest in a subject and who, in the opinion of the principal, would benefit from taking that subject in a class of the Five-Year Program may do so if the timetable permits. This provision applies in Grades 10, 11, and 12 of any Branch.

Grades 11 and 12

Obligatory Subjects	Teaching Periods 45-period week
English	8
History (Grade 11)	5
Economics (Grade 12)	5
Physical Education	4
Optional Subjects—Any four or five of	
Mathematics	5(6)
Science	5(6)
Geography	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Agriculture	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Art	5(4)
Music	5(4)
Marketing	5
Man in Society	5
World Politics	5
Modern Literature	5
Theatre Arts	5
Speech Arts	5
Biology	5
Geology	5

Note 1—The optional subjects chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option. A sequence through Grades 11 and 12 must be followed in at least two options.

Note 2—Double teaching time may be assigned to one optional subject in these grades other than Business or Commercial Subjects, Technical Subjects, Home Economics, or Art (if Vocational Art is offered). If the study of the course is completed successfully, credit may be given for two options.

Note 3—Either Man in Society or World Politics may be taken in Grade 11 or Grade 12 but both these courses should not be taken concurrently in one of these grades.

Note 4—Pupils in Grades 11 and 12 of the Four-Year Program in either of the two other Branches may take an option listed above that is not available in that Branch.

Note 5—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value for pupils in the school district.

Note 6—For credit in Science in Grades 11 and 12, pupils may take any two of Physics, Chemistry, Biology, Geology.

FOUR-YEAR PROGRAM

Business and Commerce Branch

The Four-Year Program in this Branch provides, for pupils who are specially interested in the study of business and commercial subjects and have the necessary aptitudes, an opportunity to obtain both a good secondary school education in basic subjects and the specialized skills that lead to employment in commerce and industry. Capable pupils may further qualify themselves for employment and advancement in these fields by the study of courses in Data Processing, Business Finance, Business Organization and Management, Marketing and other senior business subjects.

Pupils who meet satisfactorily the requirements of this Four-Year Program will be awarded a Secondary School Graduation Diploma and are also eligible for admission to a special one-year course in the Technical Subjects, Home Economics, or Vocational Art.

Reference should be made to Curriculum RP-31 (1963) for information regarding business and commercial subjects that may be taught in the several grades and desirable sequences in the instruction.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1
and	
Business and Commercial Subjects	10(9)

Note 1—The division of time between non-commercial subjects and commercial subjects in Grade 9 of this Branch should be approximately 80% and 20%.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a

class (or classes) in which the time provided for French is allotted to Commercial Subjects or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 3—In Vocational and Composite schools, two periods weekly in Music or Art may be provided by taking one period from each of two other subjects in Grade 9 of the Four-Year Program in the Business and Commerce Branch.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics (Commercial)	5(6)
Business or Commercial Subjects	10
Optional Subjects—Any two of	
Science	5(6)
One of French, Latin, German, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Additional time in Business or Commercial Subjects	5(10)

Note 1—The normal allotment of time for Commercial Subjects in Grade 10 is 10 to 15 periods, as indicated above, unless there is a special reason for pupils to choose an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.

Note 3—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the course in Business or Commercial Subjects in Grade 10 of the Four-Year Program of the Branch. It is advisable that the pupil shall also

have taken successfully some Commercial Work in Grade 9. (b) A pupil may be permitted to enter upon the study of Art, Music, Science, Industrial Arts, Technical Subjects, or Home Economics in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Grades 11 and 12

Obligatory Subjects	Teaching Periods 45-period week
English (including Correspondence)	8
History (Grade 11)	5
Economics (Grade 12)	5
Physical Education	4
Business or Commercial Subjects	18(23)
Optional Subjects—Any one or two of	
Mathematics (Commercial)	5(6)
Science	5(6)
Geography	5
One of French, Latin, German, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Industrial Arts or Technical Subjects	5(4)
Home Economics	5(4)
Any other option listed in the Four-Year Program, Arts and Science Branch	5

Note 1—In Grades 11 and 12 approximately 50% of the teaching time will be assigned to business or commercial subjects.

Note 2—In schools offering a bilingual Commercial Course the time for Correspondence should be divided between English and Français.

Note 3—Any optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option.

Note 4—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject not listed above that is of special interest and value to pupils in the school district.

Note 5—The option in Technical Subjects will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of commercial subjects.

SPECIAL ONE-YEAR COMMERCIAL COURSE

The Special Commercial Course, designed to fit the graduate for office employment, is an intensive one-year vocational course based upon an adequate general education.

Pupils who have completed satisfactorily Grade 11 or Grade 12 of any approved Five-Year Program, or Grade 12 of a Four-Year Program, are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma (Commercial-Special).

Successful completion of the One-Year Special Commercial Course qualifies a pupil for standing in the Commercial Option which may be required to complete the requirements for the Secondary School Graduation Diploma (Arts and Science Branch).

Teaching time is suggested as follows:

Subject	Periods
Correspondence and Spelling	4
Physical Education	3
Economics and Law	4
Shorthand and Transcription	10
Typewriting and Office Practice	10
Business Machines	3
Business Mathematics	3
Bookkeeping	6
Penmanship	2

Note 1—If Business Machines is not offered, the three periods suggested should be re-allocated to Typewriting and Office Practice or Business Mathematics.

Note 2—Economics and Law, and also Penmanship and Correspondence, may be taken in consecutive terms.

Note 3—In special circumstances other options not taken previously may be substituted for the 10 periods of Shorthand-Transcription.

Bilingual Courses

Bilingual commercial courses may be offered in schools having adequate numbers of French-speaking students.

For further information the principal should write to the Superintendent of Supervision, Department of Education.

FOUR-YEAR PROGRAM

Science, Technology, and Trades Branch

The Four-Year Program in this Branch offers, together with the study each year of basic secondary school subjects, specialized instruction in Technical Subjects, Vocational Art, Home Economics, or Agriculture, for pupils who have special aptitude in one of these fields and expect to enter employment for which such studies will have direct practical value. Courses in which particular emphasis is placed upon certain aspects of the technical or other specialized field may be taken as indicated below, so far as they can be made available, in order the better to prepare pupils for entry into their prospective vocations.

Pupils who complete this Program satisfactorily will be awarded a Secondary School Graduation Diploma. Those who have obtained this standing may enter upon a special one-year course in Business and Commerce, Technical Subjects, or Vocational Art.

SUBJECTS OF STUDY

Grade 9

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
French*	5(6)
Group Guidance	1
and	
Technical Subjects or Home Economics or Vocational Art	10(9)

Note 1—The division of time between general and shop work subjects in Grade 9 of this Branch should be approximately 80% and 20%, unless the Program is modified as provided in Note 2.

*Note 2—When a sufficient number of pupils on entering Grade 9 in this Branch declare, with their parents' concurrence, that they wish to take the Four-Year Program only and have no intention of proceeding to university, the principal may organize a class (or classes) in which the time provided for French is allotted to

Technical Subjects, Home Economics, Vocational Art, Agriculture, or any option of Grade 9 (Arts and Science) *or* is distributed among other obligatory subjects. Such pupils cannot enter Grade 10 of a Five-Year Program unless they commence the study of a second language in that grade.

Note 3—In Vocational and Composite schools, two periods weekly in Music or Art may be provided by taking one period from each of two other subjects in Grade 9 of the Science, Technology, and Trades Branch. Music only may be provided instead of two periods for Vocational Art.

Grade 10

Obligatory Subjects	Teaching Periods 45-period week
English	8
History	4
Geography	4
Physical Education	4
Mathematics	5(6)
Science	5(6)
Technical Subjects or Home Economics or Vocational Art	10(11)

Optional Subjects—One of

Art	5(4)
Music	5(4)
Agriculture	5(4)
Commercial Subjects	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Further time in *one* of Technical Subjects or Home Economics or Vocational Art	5(4)

Note 1—The normal allotment of time for Technical Subjects, Home Economics, Vocational Arts, or Agriculture, in Grade 10 is 14 to 16 periods, as indicated above, unless there is a special reason for pupils to choose an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a

subject that is of special interest and value to pupils in the school district.

Note 3—Pupils who take Vocational Art should not also take the regular option in Art in Grades 10, 11, or 12.

Note 4—(a) For admission to the study of courses in Grades 11 and 12 leading to the Secondary School Graduation Diploma in this Branch a pupil must have completed successfully the course in one of Technical Subjects or Home Economics or Vocational Art in Grade 10 of the Four-Year Program of the Branch. It is advisable that the pupil shall also have taken the subject successfully in Grade 9.

(b) A pupil may be permitted to enter upon the study of Art, Music, Agriculture or Commercial Subjects in Grades 11 and 12 only if he has completed successfully the course in the subject in Grade 9 or Grade 10, or both these grades.

Grades 11 and 12

Obligatory Subjects	Teaching Periods 45-period week
English	8
History (Grade 11)	5
Economics (Grade 12)	5
Physical Education	4
Mathematics*	5
Science	5
Technical Subjects or Vocational Art	14

(For Home Economics, see Page 49.)
(For Agriculture, see Page 47.)

Optional Subjects—One of	
Geography	5
One of French, Latin, German, Greek, Spanish, Italian, Russian	5
Art	5(4)
Music	5(4)
Agriculture	5(4)
Commercial Subjects	5
(Other options to be added)	5
or	
Further time in *one* of Technical Subjects or Home Economics, or Vocational Art	5(4)

*See Note 5, page 42.

Note 1—A maximum of 19 teaching periods may be devoted to Technical Subjects, Home Economics, or Vocational Art in Grades 11 and 12 if the option in one of these subjects is chosen in addition to the obligatory work. This would normally be the total allotment of time to these subjects unless there is a special reason for choosing an alternative option.

Note 2—Subject to the prior approval of the Minister, a Board may authorize the inclusion in the optional subjects of study of a subject that is of special interest and value for pupils of the school district.

Note 3—The commercial option will provide for certain pupils a useful complement, in view of their future plans, to the more specialized study of Technical Subjects, Home Economics, or Vocational Art.

Note 4—The optional subject chosen by a pupil on entering Grade 11 should normally be continued in Grade 12 but with the approval of the principal a pupil may complete one subject in Grade 11 of this Branch and Program and select another to be completed in Grade 12 in order to constitute an option.

Note 5—Mathematics is not an obligatory subject for pupils who take in Grades 11 and 12 the Home Economics Course as described on Pages 49-51.

LIMITED TECHNICAL PROGRAM

The Limited Technical Program is one in which the first two years of the regular Four-Year Program of the Science, Technology, and Trades Branch are offered in a secondary school.

Subject to the approval of the Minister, a Board may offer the Limited Technical Program provided that the following requirements are met:

(a) a Business and Commerce Program is offered in the same school system to the end of Grade 12;

(b) the school has at least two Industrial Arts Shops;

(c) the equipment is adequate for the program;

(d) arrangements are made for a nearby vocational school to accept recommended pupils from Grade 10 into Grade 11 of the Science, Technology, and Trades Branch;

(e) the school has sufficient enrolment to permit the satisfactory organization of this program;

Interested boards may obtain Departmental Circular 750 (February 22, 1961) for further information concerning this program.

Special One-Year Technical Course

The purpose of the Special One-Year Technical Course is to give pupils who wish to enter trade and industry, vocational competence in one year of specialized study and training.

Pupils who have completed satisfactorily Grade 11 or Grade 12 of any approved Five-Year Program or Grade 12 of a Four-Year Program are eligible for admission to this course and may receive, upon completing it successfully, the Secondary School Graduation Diploma—Technical-Special.

Subjects of Study	Teaching Periods 45-period week
English Composition	3
Economics	5
Mathematics	5
Technical Subjects	32

Note—Pupils will specialize in one of the Technical Subjects available and will complete all the work normally studied in that subject in Grades 11 and 12. In addition, pupils must select one or more related technical subjects for which a total of 5 periods per week will be taken from the time allotted to Technical Subjects.

MAJOR AND RELATED TECHNICAL SUBJECTS

Grades 11 and 12

of the Four-Year Program in the Science, Technology, and Trades Branch

—Major Technical Subjects

Agriculture	Building Trades, Auto Mechanics, Sheet Metal and Welding, Electricity
Aircraft Mechanics	Drafting, Machine Shop, Electricity, Welding
Air Conditioning and Refrigeration	Drafting, Sheet Metal, Electricity
Applied Electricity	Drafting, Electronics, Machine Shop, Carpentry
Applied Electronics	Drafting, Electricity, Machine Shop
Auto Body Repair	Welding, Auto Mechanics, Machine Shop

Auto Mechanics	Electricity, Commercial Work, Machine Shop, Welding, Small Engines, Auto Body Repair
Drafting—Architectural	Building Construction, Sheet Metal, Plumbing
Drafting—Electrical	Electricity, Electronics
Drafting—Mechanical	Machine Shop, Pattern Making, Welding, Electricity
Foundry Practice	Pattern Making, Machine Shop, Drafting
Graphic Arts	Commercial Art, Photography, Drafting
Industrial Chemistry	Drafting, Electricity
Industrial Physics	Air Conditioning and Refrigeration, Drafting, Electronics, Machine Shop, Welding
Machine Shop Practice	Drafting, Welding, Pattern Making, Auto Mechanics, Electricity
Power Plant Operating	Drafting, Auto Mechanics, Electricity, Diesel Mechanics
Plumbing	Building Construction, Welding, Sheet Metal, Drafting
Sheet Metal Practice	Drafting, Welding, Machine Shop, Plumbing, Air Conditioning and Refrigeration
Welding	Drafting, Machine Shop, Electricity
Woodworking—Building Construction	Architectural Drafting, Sheet Metal, Electricity
Woodworking—Cabinet Making and Millwork	Drafting, Sheet Metal, Electricity
Woodworking—Pattern Making and Casting Processes	Drafting, Machine Shop

Note 1—Fourteen teaching periods are to be devoted to the study of the major shop (technical) subject or subjects in a 45-period or a 40-period week, as the case may be, and where, as would normally be done, further time is given to technical subjects

in Grades 11 and 12, the additional periods should be assigned to a related technical subject or subjects. Instead of being given to related technical subjects the additional periods may be distributed among English, Mathematics, and Science in these grades.

Note 2—Pupils who take Industrial Chemistry as a special technical subject in Grade 11 will take also in Grade 11 the Physics prescribed as a regular course in the Four-Year Program of this Branch. Similarly, pupils who take Industrial Physics in Grade 11 will take also in Grade 11 the Chemistry prescribed as a regular course in the Four-Year Program of this Branch.

Note 3—The instruction in Industrial Chemistry will be continued in Grade 12 and the time that would have been given to Science in this grade will be added to that given to Industrial Chemistry in order that the instruction may be of sufficient depth to permit the pupils to take the Grade 13 examination, as the case may be, in either Physics or Chemistry.

Agriculture of the Four-Year Program in the Science, Technology, and Trades Branch

The plan for the organization of the Agriculture courses in the Four-Year Program of the Science, Technology, and Trades Branch is as described below.

Grades 9 and 10

Agriculture should be assigned 5 periods in each of Grades 9 and 10.

Grade 11

1. Agriculture should be assigned 8 periods, an increase of 3 periods. The 3 periods may be assigned to greenhouse work or Record Keeping or additional shop work.
2. Technical subjects should be assigned 10 periods. Auto Mechanics (5 periods) and Building Trades (5 periods) are two possible options.

Grade 12

1. Agriculture should be assigned 8 periods and Technical Subjects 10.
2. Since Agriculture is the major subject, for diploma purposes, it will be necessary to continue with Agriculture in Grade 12.
3. Pupils who take Auto Mechanics in Grade 11 may continue with this option or change to Sheet Metal and Welding (5 periods) or any combination of two shop options.

Home Economics

of the Four-Year Program in the Science, Technology, and Trades Branch

The plan for the organization of the Home Economics courses in the Four-Year Program of the Science, Technology, and Trades Branch is as described below.

Grades 9 and 10

Obligatory Subjects

English, History, Geography, Mathematics, Science, Physical Education, Group Guidance (Grade 9 only), and Home Economics.

Optional Subjects

One of Art, Music, Typewriting or Business Practice (Grade 9), Commercial Work (Grade 10), French, another language.*

Teaching Periods

(a) Home Economics should be assigned, on the basis of a 45-period and a 40-period week, respectively, 10 or 8 teaching periods in Grade 9, and 11 or 9 teaching periods in Grade 10.

(b) The other obligatory subjects and the optional subjects should be assigned teaching time as indicated in the Four-Year Program for these grades.

Note 1—**Re Mathematics** — Mathematics from either the Arts and Science Branch or the Business and Commerce Branch may be selected.

Note 2—**Re Science** — The Science of the Arts and Science Branch should be given, except in those schools which offer a special course in Science for Home Economics with the approval of the Department of Education.

Grades 11 and 12

Note 1—In Grades 11 and 12, pupils may specialize in one of the following:
(a) Foods and Nutrition, (b) Textile and Clothing, (c) Home Economics.

Note 2—In the Foods and Nutrition section, not more than 25% of the time allotted to Home Economics may be in the related field of Clothing and Textiles.

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*German, Greek, Latin, Spanish, Italian, Russian.

Note 3—In the Clothing and Textiles section, not more than 25% of the time allotted to Home Economics may be in the related field of Foods.

HOME ECONOMICS COURSE

Grade 11

Obligatory Subjects	Teaching Periods 45-period week
English	7
History	5
Physical Education	4
Art	5
Science	5
Home Economics	14

Optional Subjects

One of

Commercial Work	5
French	5
Another Language*	5
Mathematics	5
or	
Further time in Home Economics	5

Grade 12

Obligatory Subjects	Teaching Periods 45-period week
English	7
Economics	5
Physical Education	4
Marketing	5
Home Economics	14
and one of	
Art	5
or	
Science	5

Optional Subjects—One of

French	5
Another Language*	5
Mathematics	5
Art	5
Music	5
Science	5

or

Further time in Home Economics	5

Note—The organization of this program in Grade 12 may be modified, according to specialized studies as follows:

(a) Foods—and Nutrition—Art is not obligatory and may be taken as an option;

(b) Textiles and Clothing—Science is not obligatory and may be taken as an option.

*German, Greek, Latin, Spanish, Italian, Russian.

SPECIAL COURSES FOR GIRLS

Grades 11 and 12

of the Four-Year Program in the Science, Technology, and Trades Branch

Cooperative Course for Nursing Assistants

With the approval of the Department of Education and the College of Nurses a school board may offer a two-year course of instruction through Grades 11 and 12 of the Four-Year Program in the Science, Technology and Trades Branch leading to a Secondary School Graduation Diploma (Home Economics—Nursing Assistant) and to standing for admission to the examinations conducted by the College of Nurses of Ontario for the Registered Nursing Assistant's Diploma.

COOPERATIVE COURSES FOR DIETARY SUPERVISORS AND FOR DENTAL ASSISTANTS are also being offered in certain experimental schools with the approval of the Department of Education and the appropriate sponsoring Associations.

For further information concerning these special courses write to the Superintendent of Supervision, Department of Education, 44 Eglinton Avenue West, Toronto 12.

The Two-Year Program

Pupils at least fourteen years of age who have been promoted to a secondary school and who declare, with their parents' concurrence, that they plan to leave school for employment in two years, may take, where it can be made available, a special Two-Year Program in connection with the Four-Year Program in one of the three Branches. The courses will include adapted treatment of fundamental parts of the Four-Year Program in the Branch where it is established. Subjects of immediate practical value in obtaining employment after two years in a secondary school are to receive approximately 40% to 50% of the instructional time and emphasis is to be placed upon the effective study of basic general subjects.

A pupil who has completed the work of either one or two years of a Two-Year Program and has demonstrated superior ability may be transferred to the Four-Year Program of the Branch concerned, subject, if necessary, to repeating all or a portion of a year's work in the latter Program.

Pupils who conform to the requirements of a Two-Year Program and complete the courses successfully may be granted, on the recommendation of the principal, and of the Superintendent of Supervision, a Certificate of Standing.

The Two-Year Program, where it is found desirable and practicable, should be developed in close relationship to the Four-Year Program of the Branch in which it is offered. It may be organized in the Arts and Science Branch of a school but in a composite school it would ordinarily be provided in one of the other Branches. It will not usually be feasible to establish this program on an economic basis in schools having fewer than 1,000 pupils.

A general plan for the organization of a Two-Year Program is indicated below.

Grades 9 and 10	Teaching Periods 45-period week
English	7(5)
History and Geography	7(5)
Science	4
Mathematics	5(4)
Group Guidance	1
Physical Education	4
Practical Subjects	17(22)

Note—It is recommended that in Grade 10 of the Two-Year Program the higher number of periods indicated be assigned to the practical subjects.

The Occupational Program

The purpose of the Occupational Program is to provide education and training which will interest, stimulate, and satisfy the needs of pupils who are 15 years of age or over and have been transferred rather than promoted from Grade 8 to a secondary school. It is to be expected that these pupils will remain in school one or two years, and then enter some type of employment.

Recommended pupils from senior special education classes should be admitted if, in the opinion of the principal of the secondary school, they can profit from the instruction offered.

Careful consideration should be given to the enrolment of pupils in the Program in order that teachers may deal effectively with the prescribed obligatory subjects and the optional subjects selected. It should also be borne in mind that if the pupils wish to enter an apprenticeship in a designated trade they must be capable of meeting the educational requirements of that apprenticeship.

Instruction should be assigned to sympathetic teachers of some experience who have studied the courses and the accompanying suggestions carefully and understand the objectives in setting up such classes. For general as well as practical subjects, principals are urged to keep the class size down to a number that is consistent with effective teaching. A teacher with elementary school experience and training in special education for slow learners who either holds or is proceeding towards a basic secondary school teaching certificate may be best equipped to undertake the instruction in the obligatory classroom subjects and, if qualified to do so, some part of the practical work.

SUBJECTS OF STUDY	Teaching Periods 45-period week
English, Library	8
History and Geography	5
Mathematics	5
Group Guidance	1
Physical and Health Education	4
Practical Work	22

Note 1—(a) The practical work is to include the study of two or more of the courses in occupational skills, examples of which are given in our Curriculum RP-35.

(b) For purposes of this Program the practical work may include a maximum of five periods in one, or a combination of two, of Art, Music, Science, or Home Economics.

(c) Practical courses to be offered should be selected following study of types of employment available in the area for pupils who enrol in this Program, as well as of the abilities and needs of the pupils.

Note 2—Teachers of classes in the Occupational Program, or a teacher specially designated for the purpose, should assume a responsibility for assisting pupils to obtain employment when they have completed their courses successfully.

Note 3—The teaching time for subjects stated above is not rigidly prescribed.

Note 4—The courses for a proposed Occupational Program should be submitted to the district or municipal secondary school inspector for approval.

Note 5—(a) Subject to the approval of the Superintendent of Supervision, a special course (or courses) may be offered as an alternative to a regular Occupational Program in a school where the provision of such a program, with the necessary special facilities, is pending, or in a school where a regular Occupational Program cannot be established.

(b) For these purposes, a "special course" is defined as a course that does not include the required number of subjects or in which the regular content of the subjects has been simplified or reduced.

(c) Pupils enrolled in a special course as defined in (b) are (i) not eligible for the Department of Education Certificate of Training but upon successful completion of the course will be given a letter by the principal, and (ii) may not be counted as vocational pupils for grant purposes.

Promotions and Transfers

1. The powers of the principal with regard to the promotion or transfer of pupils as defined in Regulation 98 (Secondary Schools), 1960, are unchanged except as noted on Page 59, of **Information Regarding Diplomas and Statements of Standing.**

2. The Department of Education recognizes fifty per cent of the marks assigned as the pass standard at examinations in subjects of the curriculum in each grade of any Branch or Program in the Ontario secondary schools, and issues diplomas and certificates on the basis of that standard.

A pupil who has attained the standing of fifty per cent in each of the obligatory and required number of optional subjects in a grade should have, subject to the approval of the principal, the right of promotion, if he is enrolled in the common course in Grade 9, to Grade 10 in any Branch or Program, or otherwise to Grade 10, 11 or 12, as the case may be, in the Branch and Program in which he is enrolled.

A pupil who has not achieved the standing of fifty per cent in each subject as stated may be promoted, however, to the next higher grade if, in the judgment of the principal, his general achievement merits such action. It is recognized that different standards of achievement in the common course of Grade 9 may properly be required of pupils as a qualification to enter the Five-Year or the Four-Year Program, respectively, in Grade 10 of any Branch.

The best interests of individual pupils and the fulfilment of the general purposes of the reorganized programs of study as stated earlier in this Circular should be basic considerations in the making of promotions or transfers.

Promotion to Grade 13 will be made as provided in Page 59 of **Information Regarding Diplomas and Statements of Standing.**

3. Where a pupil has passed in all required subjects of any grade, he should have freedom of choice with regard to the Branch and Program for his further studies, subject to the approval of the principal and to (5) below, the courses available, and the requirements for diplomas. The advisability of securing approval by the pupils' parents of the choice made will be recognized.

4. (a) A pupil who has achieved pass standing in each of the subjects of his course with marks that indicate the probability that he will be unable to meet satisfactorily further and more exacting requirements in the higher grades of the Program in which he is enrolled should consider carefully, assisted by the advice of the principal, the guidance staff of the

school, and his parents, whether his interests will be better served by transfer to an alternative program of study.

(b) Where a program of study is undertaken contrary to the advice of the principal, responsibility must be assumed by the pupil concerned and his parents.

5. A pupil who has met the prerequisites for a course in Grade 11 and Grade 12 in a Program offered in a Branch other than that in which he is enrolled in Grade 10 or Grade 11, as the case may be, may transfer, subject to the approval of the principal, to that course. Where the prerequisites have not been met, such transfer may take place, with the approval of the principal, subject to successful completion by the pupil of the work necessary in such subject or subjects as will meet the requirements.

6. (a) A pupil who has failed to gain pass standing will ordinarily not be allowed to repeat a year more than once in a grade of the same Program.

(b) Under special circumstances, with approval of the principal, and by resolution of the Board, a pupil may be allowed to repeat twice the work of a grade.

(c) A pupil who by persistent failure has clearly demonstrated inability to meet the requirements of a program of study may be transferred by the principal to an alternative program from which he may be expected to derive benefit. Only in very special circumstances should such a transfer occur at a time other than the end of the school year.

7. Superior pupils who, having completed the Four-Year Program in any Branch, wish to obtain the diploma which is awarded after successful completion of Grade 12 in the Five-Year Program and admits pupils to Grade 13, may do so by transferring to Grade 12 of that Program and completing successfully the required number of obligatory and optional subjects in the Grade 12 year only.

In order to devote more time to preparation for the subjects which lead to Grade 13 such pupils may be permitted to offer the Secondary School Graduation Diploma of a Four-Year Program in lieu of a fourth option.

Information Regarding Diplomas and Statements of Standing

Statement of Standing

The principal of a secondary school shall issue a Statement of Standing on Departmental letterhead to a pupil who leaves school and who has completed satisfactorily one of the following:

(1) Grades 9 and 10 of any Four-Year Program

(2) Grades 9 and 10 of any Five-Year Program

(3) Grade 11 of any Four-Year or Five-Year Program

The Statement may be issued at any time during the school year and must show the highest grade satisfactorily completed and any partial year's work which, in the opinion of the principal, is significant.

The elementary school inspector, on the recommendation of the principal concerned, shall issue one of these Statements to each pupil who has completed Grades 9 and 10 in an elementary school satisfactorily whether or not the pupil proceeds to a secondary school.

At the end of each school year, the principal of each secondary school and the elementary school inspector concerned shall submit to the Department of Education, on a report form supplied to him, a list of pupils for whom Statements of Standing have been prepared.

Certificate of Standing

An appropriate Certificate of Standing will be granted, on the recommendation of the principal of the secondary school last attended and of the Superintendent of Supervision, to a pupil who has completed successfully the requirements of the Two-Year Program in one of the Branches.

Certificate of Training

An appropriate Certificate of Training, which will indicate the particular skill or skills acquired, will be granted on the recommendation of the secondary school principal and of the Superintendent of Supervision, to a pupil who has completed successfully a specified course or courses in the Occupational Program.

SECONDARY SCHOOL GRADUATION DIPLOMA

A Secondary School Graduation Diploma will be granted at the end of the school year on the recommendation of the principal of the secondary school last attended where the candidate completes the requirements and on the recommendation of the Superintendent of Supervision, to

(1) a candidate who has completed successfully the Four-Year Program in one of the three Branches; or to

(2) a candidate who has completed successfully four years of the Five-Year Program in one of the three Branches.

(a) The diploma awarded to a candidate who has completed successfully four years of a Five-Year Program will be endorsed as qualifying him for admission to Grade 13.

(b) The diploma will indicate in each case the Branch, the Program followed, and the optional subjects studied.

Note 1—The Minister may grant a Secondary School Graduation Diploma, with a designation depending upon the circumstances, to a candidate who has successfully completed

(i) Grade 11 or Grade 12 of a Five-Year Program in one of the three Branches or

(ii) Grade 12 of a Four-Year Program in one of the three Branches followed by the successful completion of a year's work in any Five-Year Program or a Four-Year Program of another Branch, but only where the content of the final year's work is satisfactory to the Minister.

Note 2—A candidate will be recommended by the principal for a Secondary School Graduation Diploma when he has completed successfully a Program of Study in one of the Branches in Grades 11 and 12 with the required number of options, provided that all of the work of Grade 12 has been taken in an Ontario secondary school or an inspected private school.

The provisions with respect to the Secondary School Graduation Diploma place upon the principal concerned the responsibility for ascertaining whether the candidate has completed successfully the work of Grade 11, even if he took that work in another school or obtained standing elsewhere in courses of study which in the opinion of the principal are equal in content to that of the Grade 11 work in the required subjects.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade 11 be provided with a definite statement from his principal indicating the extent of his mastery of the work of Grade 11. Pupils should be warned to retain these statements for presentation to the principal concerned, particularly if they are planning to do part of the work of Grades 11 and 12 as private-study candidates.

The various types of Secondary School Graduation Diplomas are for both the Five-Year Program and the Four-Year Program, with the Program, Branch, and special subject field noted as listed below.

Arts and Science

Five-Year Program—awarded after four years successfully completed with four or five options.

Four-Year Program—awarded after four years successfully completed with four or five options.

Business and Commerce

Five-Year Program—awarded after four years successfully completed.
Accountancy (Accounting and Senior Business Options)
Secretarial (Stenography and Office Practice)
(These are five-option diplomas.)

Four-Year Program—awarded after four years successfully completed.

Bookkeeping	Bookkeeping—Bilingual
Clerical	Clerical—Bilingual
Marketing	Marketing—Bilingual
Stenographic	Stenographic—Bilingual
Data Processing	

To qualify for a diploma as designated above, a student must have followed the program in the subject of concentration as suggested in Curriculums R.P. 31, 32 or 33. For information regarding the bilingual diplomas principals should write to the Superintendent of Supervision, Department of Education.

Commercial-Special

Special	Special—Bilingual	Special—Clerical
Special—Business Management		Special—Data Processing

Science, Technology, and Trades

Five-Year Program—awarded after four years successfully completed.

Art	Electronics
Home Economics	Industrial Chemistry
Drafting, Architectural	Industrial Physics
Drafting, Mechanical	Machine Shop Practice
Electricity	(These are five-option diplomas.)

Four-Year Program—awarded after four years successfully completed.

Art
Dietary Supervisors
Foods and Nutrition
Home Economics
Textiles and Clothing
Food Preparation and Service
Hairdressing and Beauty Culture
Nursing Assistant
Dental Assistant
Agriculture
Aircraft Mechanics
Air Conditioning and Refrigeration
Applied Electricity
Applied Electronics
Applied Electricity and Electronics
Auto Mechanics
Auto Body Repair
Chemistry
Industrial and Paper Chemistry
Drafting—Architectural
Drafting—Electrical
Drafting—Mechanical
Fine Instrument Practice
Foundry Practice
Fundamentals of Construction
Graphic Arts (Printing)
Machine Shop Practice
Mining
Physics
Plastics
Plumbing
Power Plant Operating
Sheet Metal Practice
Tailoring
Watch Making
Welding
Woodworking—Cabinet Making
Woodworking—
Building Construction
Woodworking—General
Woodworking—Pattern Making
Special

(Other courses in all Branches as established and approved by the Department.)

PROVISION FOR PRIVATE-SCHOOL CANDIDATES

for the Secondary School Graduation Diploma

Note 1—Where the principal of a private school applies to the Minister to have secondary school inspectors report upon his school with respect to the standard of instruction and the work of the pupils in the subjects of Grades 11 and 12 of the Arts and Science Branch, the Business and Commerce Branch, or the Science, Technology and Trades Branch, the Minister will arrange for the inspection.

Note 2—Upon the recommendation of the principal of a private school where the inspectors have reported that the teaching and the work of the pupils are satisfactory, and of the Superintendent of Supervision, a Secondary School Graduation Diploma of the appropriate Program and Branch will be granted to a candidate who has completed the Program in Grades 11 and 12.

PROVISION FOR DEPARTMENTAL CORRESPONDENCE COURSES CANDIDATES

for the Secondary School Graduation Diploma

Candidates who obtain the required Grade 12 standing through the Correspondence Courses offered by the Department of Education may be recommended for the Secondary School Graduation Diploma by the Administrator of Correspondence Courses. See Memorandum 1965-66:5 or Memorandum 1966-67:5.

PROVISION FOR PRIVATE-STUDY CANDIDATES

for the Secondary School Graduation Diploma

Note 1—Where a candidate

(a) has prepared himself by private study for examination in a subject of Grades 11 and 12 of the Five-Year Program in the Arts and Science Branch, the Business and Commerce Branch, or the Science, Technology, and Trades Branch, and

(b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a private school where the Inspectors have reported that the teaching and the work of the pupils are satisfactory,

the principal shall give him a statement on the school stationery certifying that he has completed successfully the course of study in Grades 11 and 12 in the subject concerned. The principal shall indicate in which Branch and Program the standing has been obtained.

Note 2—The candidate shall notify the principal not later than April 1 of his desire to take the tests, and thereupon the principal shall arrange for him to take the tests.

Note 3—Where a private-study candidate notifies the principal of his desire to take tests in any of the subjects leading to a diploma in the Business and Commerce Branch or the Science, Technology, and Trades Branch, the principal shall provide for tests in the practical as well as the written parts of the subjects concerned.

Note 4—Where a private-study candidate has obtained from one or more principals evidence that he has completed successfully the Program of Study in Grades 11 and 12 in all the required subjects of one of the Branches, he should present this evidence to the principal of the school where he took the last of the

tests. Upon receipt of this evidence, the principal shall recommend the candidate for a Secondary School Graduation Diploma of the appropriate Branch.

Note 5—Except with the permission of his principal, a pupil may not be a private-study candidate at any school in a subject of Grades 11 and 12 that is taught in the day or evening classes of the secondary school or inspected private school he attends during the school year.

Note 6—A principal shall not be required to provide for a private-study candidate any question paper differing in content from the corresponding one prepared for his own pupils.

PROVISION FOR SUMMER-SCHOOL CANDIDATES

Note 1—Where a board of education, a collegiate institute board, a high school board or the Minister

(a) conducts a summer school of at least six weeks' duration during July and August in subjects of Grades 11 and 12 in one of the Branches, and

(b) the Board concerned obtains the Minister's prior approval of the summer school for the purpose of the granting of Grade 12 standing,

(c) the principal of the summer school may grant Grade 12 standing in one of the Branches in a subject of Grades 11 and 12 to a candidate who

(i) studied the subject in the day classes of a secondary school or of an inspected private school during the previous year;

(ii) did not fail in more than two subjects at the end of the previous year;

(iii) was recommended by his principal for admission to the summer school in not more than two subjects;

(iv) attends regularly the summer school classes; and

(v) obtains a standing of at least 50 per cent in the tests set by the principal of the summer school.

Note 2—On or before the 24th day of August, the principal of the summer school shall report the standing obtained by a candidate under this section to the principal of the school that the candidate attended during the previous year.

Note 3—Grade 12 standing in any Branch in a subject of Grades 11 and 12 that is granted by the principal of a summer school

under these provisions shall be accepted by the principal of the school attended by the candidate during the previous school year as if it had been granted upon his report.

Note 4—Where the principal of a secondary school or an inspected private school reports to the Deputy Minister on behalf of a candidate that he

(a) failed to complete the requirements for the diploma at the end of the school year; and

(b) through attendance and examination at a summer school completed the requirements,

the candidate will, upon the recommendation of the Superintendent of Supervision, be granted a Secondary School Graduation Diploma of the Arts and Science Branch, the Business and Commerce Branch, or the Science, Technology, and Trades Branch.

Note 5—The report of the principal referred to in Note 4 shall be made before the 1st day of September.

SECONDARY SCHOOL HONOUR GRADUATION DIPLOMA

A Secondary School Honour Graduation Diploma will be granted in 1967 to a candidate

(a) who has obtained Ontario Grade 13 standing in English or in Français and at least five other credits, other than Physical Education, chosen from the optional papers. (If Français is presented in place of English, the candidate may include standing in English towards the diploma.)

(b) (i) on the recommendation of the principal of a secondary school or an inspected private school where the candidate attended the Grade 13 day or evening classes, or

(ii) on the recommendation of the Administrator of the Departmental Correspondence Courses where the candidate obtained tuition in the Grade 13 courses from the Departmental Correspondence Courses, or

(iii) on presentation to the Registrar of Grade 13 Departmental Statements of Standing for which the candidate has prepared himself by private study.

Note 1—History, Physics, Chemistry, Biology, Accountancy Practice or Secretarial Practice, Mathematics of Investment, Music, Geography and Art will each count as one credit; the languages will each count as two credits; a combination of Mathematics

A and Mathematics B will count as three credits. Standing obtained in both French and Français will not be counted for purposes of the Secondary School Honour Graduation Diploma.

Note 2—Standing in Mathematics A, or Mathematics B, alone, will count for two credits. Not more than three credits in Mathematics may be counted towards the Secondary School Honour Graduation Diploma in 1967.

For students who, in June 1967, are completing Mathematics under the former requirements, Algebra, Geometry, and Trigonometry and Statics will each count as one credit.

PART B

CONTINUING PROGRAMS OF STUDY

The requirements for Statements of Standing and for Secondary School Graduation Diplomas for candidates who are following the Continuing Programs of Study are outlined in H.S.1, the Requirements for Diplomas and Statements of Standing for 1964-1965.

Note—After September 1, 1962, the courses of study in the respective subjects of Grade 9, and subsequently in the higher grades, including subjects taken in classes that remain on the former basis of organization, shall be those designated in 1962 and thereafter for purposes of the reorganized programs of study. Within the general plan prescribed for each course, topics of study may be modified, if so desired, by local curriculum committees, subject, for purposes of diplomas or certificates, to consultation with the appropriate officials of the Department of Education before the 1st day of October in the school year concerned.

SUPPLEMENTARY INFORMATION

Grades 11 and 12

Note 1—**Supplemental Tests**

There is no provision for Supplemental Tests at the end of Grade 12 or in certain subjects at the end of Grade 11 except as set forth on Page 63 of this circular.

Note 2—**Certain Grade 12 standing given on the basis of standing obtained on Grade 13 Departmental examinations**

If a candidate's Grade 13 Departmental Statement of Standing shows that he has obtained 40 or more marks in English or another language, Physics, Chemistry, Music or Art, the candidate is considered to have obtained Grade 12 standing in the subject concerned. Such standing may be applied towards his eligibility for the Secondary School Graduation Diploma in a Five-Year Program and shall be accepted by principals for this purpose.

Note that standing in Grade 13 History, Geography or Mathematics does not confer Grade 12 standing in these subjects.

Note 3—**The Commercial Option of the Arts and Science Branch**

Courses of study for use in Grades 11 and 12 of Collegiate Institutes and High Schools offering the Commercial Option of the Arts and Science Branch will be found in Curriculum RP-31, Courses of Study, Grades 9, 10, 11, 12 and 13, The Business and Commerce Branch.

Note 4—**The Science, Technology, and Trades Branch**

The courses of study leading to the Secondary School Graduation Diploma of the Science, Technology, and Trades Branch will be found in Curriculum RP-27, Courses of Study, Grades 9, 10, 11 and 12, The Science, Technology, and Trades Branch.

Note 5—**The Business and Commerce Branch**

The courses of study leading to the Secondary School Graduation Diploma of the Business and Commerce Branch will be found in Curriculum RP-31, Courses of Study, Grades 9, 10, 11, 12 and 13, The Business and Commerce Branch.

Note 6—**Parts I and II required in certain subjects**

It should be noted that for Grade 12 standing in History and Geography, the pupil must complete successfully the work of both Grades 11 and 12.

Grade 13

Note 7—**Mathematics**

The course in Grade 13 Mathematics, Introduction to Analysis (Mathematics A) and Introduction to Algebra (Mathematics B) is outlined in Curriculum S.12C.

Note 8—**Biology**

The course in Grade 13 Biology is outlined in Curriculum S.17B.

Note 9—**Physics**

The course in Grade 13 Physics is outlined in Curriculum S.17C.

Note 10—**Physical Education**

Two periods per week are suggested for this subject.

Note 11—**Mathematical Tables for Grade 13**

At the Departmental examinations in Mathematics, if mathematical tables are required, the 5-figure tables published by the Ryerson Press shall be used. At the Departmental examination in Mathematics of Investment, if mathematical tables are required, the 7-figure tables issued by the Department of Education shall be used.

In order that candidates may not be handicapped in writing Departmental examinations, principals might well encourage the use of the proper tables by their classes throughout the year.

Note 12—**Stencils**

A candidate shall not be permitted to use a stencil for the making of drawings or diagrams on any Grade 13 Departmental examination.

C.H.S. 1/23 M/66